

STATE OF NEW HAMPSHIRE - DEPARTMENT OF EDUCATION
DIVISION OF PROGRAM SUPPORT
BUREAU OF CREDENTIALING
101 PLEASANT STREET – CONCORD, NH 03301-3860
Tel. (603) 271-2407; FAX (603) 271-4134
Website www.ed.state.nh.us

APPLICATION INSTRUCTION SHEET

INTRODUCTION

Thank you for your interest in becoming an educator in New Hampshire schools. The following information is provided to assist you in completing the application form. If further assistance is needed, please contact the Bureau at 603-271-2408.

The New Hampshire State Board of Education recognizes that persons may become qualified as educators through a variety of educational and life experiences. Therefore, the following five alternatives for becoming a certified educator in New Hampshire are available to you.

ALTERNATIVE 1* is a process whereby the New Hampshire State Board of Education approves programs of professional preparation in education. The Chairperson of the Education Department of each preparing institution recommends certification to the Bureau of Credentialing. **If you are about to complete an approved program in New Hampshire, please contact the certifying officer of the Education Department of the institution for the certification application.**

The following information must be submitted by persons applying for certification under Alternative 1:

Application for certification and **NON-REFUNDABLE** application fee of \$130.00; make the check payable to **STATE OF NEW HAMPSHIRE**. The application is obtained from the Education Department of the preparing institution and bears the institution's seal and the signature of the individual authorized to recommend certification.

ALTERNATIVE 2* is a process whereby the State of New Hampshire recognizes training and certification in other states and countries and territories of the United States.

I. STATES THAT ARE MEMBERS OF THE INTERSTATE AGREEMENT:

- A. If you are a graduate of an approved program of professional preparation in one of the states belonging to the Interstate Certification Contract and wish to apply for certification under Alternative 2, please submit the following:
- (1) Completed application.
 - (2) An original official transcript bearing the institutional recommendation or an official transcript plus an official statement from the chairperson of the preparing institution attesting to your having completed its approved program.
 - (3) A **NON-REFUNDABLE** application fee of \$130.00; make check payable to **STATE OF NEW HAMPSHIRE**.
- B. Holders of valid certification, based on a baccalaureate or higher degree and with at least three years successful regular teaching experience in the past seven years under certificates in Interstate Certification Contract states, meet the experience requirements for a comparable certificate.
- (1) Completed application.
 - (2) A copy of the valid credential (front and back).
 - (3) An original letter of verification from school system(s) where you were employed identifying your major teaching assignment(s).
 - (4) A **NON-REFUNDABLE** application fee of \$130.00; make check payable to **STATE OF NEW HAMPSHIRE**.
 - (5) Official transcripts.

II. STATES OR COUNTRIES THAT ARE NOT MEMBERS OF THE INTERSTATE AGREEMENT:

Persons who have completed programs in states or countries **not party to the Interstate Certification Contract** may also be eligible for certification in New Hampshire if such programs are comparable with those in New Hampshire. In addition, some candidates for certification as school principal or superintendent of schools may be eligible for certification if their coursework and experience is comparable to what is required in New Hampshire (Alternative 3C).

ALTERNATIVE 3* (all components A, B, & C) is a certification process designed for candidates who have gained the competencies, skills, and knowledge through means other than Alternative 1 or Alternative 2. Alternative 3A is a process that includes both written examination and oral review. Alternative 3B is a process that recognizes National or regional licensure. Alternative 3C is a process that allows for transcript analysis for administrator certification.

Alternative 3A, submit the following: (1) completed application; (2) letter of intent from the candidate to pursue Alternative 3; (3) official college transcripts; (4) employer verification of 3 months full time teaching. Additional experience is required for administrators and some specialists; (example: for Principal certification verification of 3 year experience as an educator and a minimum of 3 confidential references attesting to proficiencies in the required area). Details are available from the Bureau. Upon receipt of these items detailed procedures and list of additional materials required will be mailed to you if you qualify. The NON-REFUNDABLE \$300.00 processing fee for Alternative 3A is due at the time of submission of the additional required materials. ***There is no fee submitted with the application.***

Alternative 3B, submit the following: (1) completed application; (2) copy of National or Regional licensure; (3) official college transcripts; (4) \$130.00 certification fee for initial certification, or \$20.00 if adding an endorsement to an existing New Hampshire credential. Make check payable to State of New Hampshire.

Alternative 3C (transcript analysis for administrative areas only), submit the following: (1) application; (2) official college transcripts; (3) \$130.00 certification fee for initial certification, or \$20.00 if adding an endorsement to an existing New Hampshire credential. Make check payable to State of New Hampshire.

ALTERNATIVE 4* is a certification process restricted to critical shortage areas, to certain vocational areas, and to business administrators. A superintendent may employ a candidate who meets eligibility requirements. The superintendent of school, or designee, shall then develop an Individualized Professional Development Plan (IPDP) leading to full certification. Entry level requirements are available from the Bureau. Persons seeking letters of eligibility should submit (1) application, (2) official transcripts of all academic work, (3) **non-refundable** processing fee of \$50.00. Make check payable to the **STATE OF NEW HAMPSHIRE**.

ALTERNATIVE 5* is a site based certification plan option that allows an individual to attain certification in elementary and secondary teaching areas excluding vocational education and special education areas. The candidate must have a bachelor's degree and meet one of the following criteria: (1) For secondary education, at least 30 credit hours in the subject to be taught and an overall grade point average of at least 2.5, or equivalent; and (2) for elementary education, coursework in Mathematics, English, Social Studies, and Science with an overall grade point average of at least 2.5, or equivalent. A superintendent may hire an individual who possesses a statement of eligibility issued by the Bureau of Credentialing. The school district must appoint a mentor teacher to provide support for the candidate. Eligibility requirements are available from the Bureau. Persons seeking letters of eligibility should submit (1) application, (2) official transcripts of all academic work, (3) **non-refundable** processing fee of \$50.00. Make check payable to the **STATE OF NEW HAMPSHIRE**.

NOTE: All candidates for initial certification under Alternative 1, 2, 3, 4, and 5 must document basic academic skills of reading, writing, and mathematics (Ed 513.01). Candidates may do so by passing Praxis I [Pre-Professional Skills Test (PPST) or the Computerized Pre-Professional Skills Test (CPPST)]. In addition New Hampshire can accept the PRAXIS I composite score option. Alternative tests may be accepted. Exemption is provided if a candidate has a Master's degree or higher; or has seven or more years of educational experience under a credential issued by another state. All candidates must document subject area competence (Ed 513.01) by passing Praxis II – Subject Assessment Test - available for Chemistry, Early Childhood Education, Earth/Space Science, Elementary, English (middle school and secondary), Life Science, Mathematics (middle school & secondary), Middle School Science, Physics, Social Studies (middle school & secondary), and World Languages (French, German and Spanish) Alternative tests may be accepted. Exemption is provided if the candidate has a Master's degree or higher in the subject to be taught or has seven or more years of educational experience in the subject area under a credential issued by another state. A Master Degree does not exempt the PRAXIS II for Early Childhood Education certification or for Elementary Education certification.

PRAXIS I & II test scores must be sent by Educational Testing Services (ETS) to the NH Department of Education [NH code is 7660], Division of Program Support, Bureau of Credentialing, 101 Pleasant Street, Concord, NH 03301. For all PRAXIS tests, candidates must register with Educational Testing Service (ETS). INITIAL registration and other information is available on the ETS website, www.ets.org/praxis. RE-REGISTRATION and other PRAXIS Information is available by telephone: toll free number 1-800-772-9476, or 609-771-7395. In addition, the Department of Education will also consider other tests mandated by other state departments of education that are comparable to the PRAXIS I and II. Please contact the Bureau for further information regarding comparable tests.



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INSTRUCTIONS: Please print or type. Enclose **non-refundable** processing fee. Check is made payable to the **STATE OF NEW HAMPSHIRE**. See application instructions, or fee schedule, for fee amount.

PLEASE COMPLETE ALL INFORMATION.

1. Social Security Number: _____ / _____ / _____

3. Name: _____ / _____ / _____ / _____
Last Maiden First MI

4. Mailing Address: _____

Street	Town	State	Zip

Email address: _____

5. Sex: Male / Female 6. Phone: work () _____ home: () _____

7. Date of Application: _____/_____/_____

DEGREE	MAJOR	STATE	COLLEGE	DATE GRANTED

Submit **OFFICIAL TRANSCRIPTS** (with seal and signature) for degrees listed.

Transcripts enclosed _____ Transcripts being sent under separate cover _____

9. Educational Employment Record for the last seven years (7) years only. Also enclose an original letter of verification from school system(s) where you were employed identifying your major teaching assignment(s).

DATE(S)	STATE	DISTRICT	POSITION	ASSIGNMENT/SUBJECT	GRADE	CERTIFIED (Y/N)
A.						
B.						
C.						
D.						
E.						
F.						
G.						

Total years public school experience _____

Total years non-public school experience _____

PLEASE CIRCLE APPROPRIATE ANSWERS

10. Have you ever held a New Hampshire certificate? YES NO

If yes, what year did it **expire** _____ and under what name _____

Enclose copies of any teaching certificates held in New Hampshire or other states.

11. Have you ever been convicted of a felony? Yes No IF YES, ATTACH EXPLANATION

12. Have you ever had a teaching credential revoked? Yes No IF YES, ATTACH EXPLANATION

13. Have you ever surrendered your teaching credential
in any other state or country? Yes No IF YES, ATTACH EXPLANATION

14. Are you currently being investigated in any other state? Yes No IF YES, ATTACH EXPLANATION

15. To be used for statistical purposes only: _____ American Indian _____ Asian/PAC

_____ Black/Non Hispanic _____ White/Non Hispanic _____ Hispanic

BASIC ACADEMIC SKILLS ASSESSMENT.

All educators (teachers, administrators, specialists) seeking initial certification or renewing expired credentials must document basic academic skills. The New Hampshire State Board of Education has chosen PRAXIS I (Pre Professional Skills Test – PPST) or the Computerized Pre Professional Skills Test (CPST) as one means of documenting basic academic skills. The PRAXIS is a testing program developed by the Educational Testing Service (ETS) and validated for use in New Hampshire. Passing scores were established by the State Board of Education. In addition to the PRAXIS, New Hampshire will accept equivalent tests. To inquire about submission of scores on “equivalent tests” call the Bureau at 603-271-2408. Certification candidates having a master’s degree or higher, or having seven or more years of educational experience under a credential issued by another state, are exempted from the basic skills requirement. **This basic academic skills requirement applies to all FIVE certification alternatives.**

SUBJECT AREA ASSESSMENT.

Candidates applying for certification are required to document subject area competence. For the subject areas in Biology, Chemistry, Early Childhood Education, Earth/Space Science, Elementary Education, English/Language Arts (middle school & secondary), General Science, Mathematics (middle school & secondary), Physical Science, Physics, and Social Studies (middle school & secondary), assessment can be documented by passing the Praxis II subject area test or an equivalent test. Contact the Bureau of Credentialing for equivalent test information. Other subject areas will be validated over a multiyear period. If an educator who holds a valid credential seeks a new endorsement in any of the areas above the candidate will be required to pass Praxis II, or otherwise document subject area competence, in order for the additional endorsement to be added to the credential. Passing scores are established by the State Board of Education. Candidates having a master’s degree or higher in the subject area to be taught, or having seven or more years of educational experience in the subject area under a credential issued by another state, are exempt from this requirement. **This subject area assessment requirement applies to all FIVE certification alternatives. A master degree does not exempt the PRAXIS II for Early Childhood Education certification or for Elementary Education certification.**

Test scores must be sent by Educational Testing Services (ETS) to the NH Department of Education[NH code is 7660], Division of Program Support, Bureau of Credentialing, 101 Pleasant Street, Concord, NH 03301-3860.

PLEASE LIST THE SPECIFIC AREAS IN WHICH YOU WISH TO BE CERTIFIED AND BY WHICH ALTERNATIVE
(example: Biology (Alt. 2); Mathematics (Alt. 3); Elementary Education (Alt. 5); Principal (Alt 2); etc.)

_____	_____
_____	_____
_____	_____
_____	_____

SIGNATURE OF APPLICANT

DATE

I hereby certify that I am the individual listed in this application, and that all information provided herein, including all accompanying documentation, is true, accurate, and complete to the best of my knowledge.

THIS APPLICATION WILL NOT BE PROCESSED UNTIL ALL INFORMATION, INCLUDING OFFICIAL TRANSCRIPTS, IS RECEIVED